Procedure for transferring a Pre-Cataloged item to a bib record

Find a bib that matches your item… if you know the item in hand was added as a PRECAT, you can skip the following note and screen print and go to Open Item Status… step (*).

… if you do not know that the item in hand was added as a PRECAT when adding the barcode in the Holdings Editor tab you'll get a red note below the barcode that states "Duplicate Barcode"

*Open Item Status in a new tab and input the barcode:

Go back to Holdings Editor tab & Close it (Leave site? > Leave) *[if you had one open, top of page]*

Go to "Holdings View" in record tab and right click on Library (or use Actions menu) > **Add** Call Numbers

… add call number, then "Save & Exit"

… Right click on Library/Call # > **Mark…** Library/Call Number as Title Destination

You should see green note (bottom right corner) pop up briefly that states "Holdings transfer target set"

Go back to Item Status tab…
… right click the PRECAT item & select **Transfer** [last section] **…** Items to Previously Marked Call Number

Go back to record tab… and refresh (either by using "reload this page" circular arrow at top of browser -*or*- clicking on a different tab in bib such as "Monograph Parts" and clicking back to "Holdings View") to refresh the information to show the transfer

Select the line (double clicking or select and Actions menu > **Edit** Call Numbers and Items) to open a Holdings Editor tab

Edit your item utilizing appropriate template (be sure to adjust **Status** if necessary, will probably be **Cataloging** when transferred)

Save & Exit – PRECAT transfer completed